

**CORTLAND PERFORMING ARTS  
STUDIO POLICIES 2020.21**  
*Updated 8.11.20*

We're looking forward to our **SIXTEENTH** season of  
Cortland Performing Arts!

**CALENDAR 2020.21**

**Tuition due 1<sup>st</sup> of every month**

Classes begin.....**Mon, Sept 14**

*Adult classes & workshops may differ*

Thanksgiving Recess ... Wed, Nov 25 thru Sun, Nov 29

Holiday Recess..... Mon, Dec 21 thru Tues, Jan 5

Winter Recess..... Mon, Feb 15 thru Sun, Feb 21

Spring Recess..... Mon, Mar 29 thru Sun, Apr 4

Memorial Weekend - no classes... Sat, May 29 thru Mon, May 31

**RECITAL: TBA**

**SNOW DAYS/ CANCELLED CLASSES**

When *Cortland Performing Arts* cancels classes due to inclement weather or other emergency, **you will receive an email, it will be posted on our Facebook page & on the studio WEBSITE.** There are no refunds for cancelled classes. One 'extra' class is scheduled into calendar for Snow/Emergency Days. Any additional days may be made up separately.

**HEALTH & SAFETY PROTOCOLS**

We have implemented new health/safety protocols. All procedures must be strictly followed. See page 2 for details

**MAKE UP CLASSES**

Missed classes may be 'made up' in a comparable or lower level class. List of appropriate classes is available in the PAI office. There are NO refunds or credits for missed classes.

**CELL PHONE POLICY**

Students may not have cell phones in studio. All cell phones must be stored in a closed, secured bag, or left in office in designated basket. PAI is not responsible for lost, stolen or broken belongings.

**TUITION**

Tuition payments are due the first of the month: September 2019 thru May 2020. Invoices are emailed monthly. There are NO refunds for tuition paid. Tuition Schedule is available in the PAI office.

Tuition and **SPRING** performance costume fee are split into 9 equal monthly payments.

- Reg fee: \$15. per student/\$35 per family.
- Workshops: are separate fee. Inquire at desk.
- Late Fee: A \$10/month late fee will be charged for all accounts 30 days in arrears.
- Returned check fee: \$35.
- Multiple class/Family Discounts available!
- Pay in Full for year in **September**: take additional 5% discount - **PayPal not allowed for discount. Must be check, money order or cash.**
- Students may enroll after September, providing there is room in the class. **Extra costume fees will be charged to all late enrollees.**
- Withdrawal: Written notification, **30 days in advance**, is required for all class withdrawals. Students who drop, then re-enroll in a year are required to pay registration fee.

**SPRING DANCE RECITAL**

Dates: **TBA**

All classes will perform in one show. We make every effort to have a show with all siblings together **However, we will be following all CDC and NYS Health Dept guidelines, so smaller/multiple shows are likely.** Show details will be available in the spring. We work diligently to find the best costume values we can – and ordering early insures best prices and availability.

**CLASS ATTIRE**

We maintain a dress code to encourage concentration and a sense of inclusiveness (variations in attire can be distracting and contribute to feelings of inequality). Uniformity in dancewear allows the teachers to assess how well the students are implementing the technique being taught, problems with alignment, and other important aspects of dance training. **There are some changes due to Covid-19 restrictions/concerns.**

- Students should carry their dancewear, shoes, and other belongings in a dance bag. **Please print your child's name on the bag as well as on all of its contents – including individual shoes!**
- Watches, jewelry, and safety pins should not be worn to class.
- Dance shoes should never be worn outside.
- **ABSOLUTELY NO MIDRIFFS MAY BE WORN IN ANY CLASS!**

**INTRO TO DANCE & TWINKLE TOTS & PREBALLET:**

**GIRLS:** Solid colored leotard, pink tights, pink ballet shoes. (Not Walmart fabric slippers) Hair in pony tail or off face.

**Ballet skirts okay – no tutus or costumes.**

**BOYS:** Solid colored tee-shirt, black jazz pants, black ballet shoes.

**BALLET/TAP FUNDAMENTALS: see above + add black Tap Shoes**

**BALLET (POINTE ... SAME plus pink pointe shoes)**

**GIRLS:** Solid colored leotard, pink tights, pink ballet slippers. Hair in bun. **Ballet skirts okay – no tutus.**

**BOYS:** Solid colored tee-shirt, black jazz pants or MENS' black tights, black ballet shoes.

**\*\*Ballet C & above and all PrePointe/Pointe classes: MUST have hair in a bun.**

**THEATRE DANCE, JAZZ, TAP**

**GIRLS:** Solid colored leotard, black jazz pants, (or dance shorts w/ tights), black jazz shoes or black tap shoes. Hair in ponytail.

**BOYS:** Solid colored tee-shirt, black jazz pants, (or dance shorts w/ tights), black jazz shoes or black tap shoes. Hair pulled back if needed.

**MODERN DANCE**

**GIRLS:** Solid colored leotard, footless tights **Non-slip skid socks w/ grips.** Hair in ponytail.

**BOYS:** Solid colored tee, jazz pants/footless tights. **Non-slip skid socks w/ grips.** Hair pulled back if needed.

**ACRO: all Acro dancers must bring their own yoga or pilates mat to each class.**

**GIRLS:** Solid colored leotard, footless tights or jazz shorts w/ tights. **Non-slip skid socks w/ grips.** Hair in ponytail.

**BOYS:** Solid colored tee, jazz pants or jazz shorts. **Non-slip skid socks w/ grips.** Hair pulled back if needed.

**HIP-HOP**

**GIRLS:** Solid colored leotard or tee-shirt, jazz pants, sweat pants, or jazz shorts w/ tights. Footwear: **BLACK sneakers\***

**BOYS:** Solid colored tee-shirt, jazz pants, sweatpants or jazz shorts w/ tights. Footwear: **BLACK sneakers\***

**\*sneakers must be reserved for class ONLY – and not worn outside of studio!**

**DANCE COMPANY: BEIGE and BLACK NON-LACE JAZZ SHOES**

**ADDITIONAL SHOES MAY BE REQUIRED DEPENDING ON COSTUME**

**STAY INFORMED:**

We post info on our website, Facebook, and send out email announcements. Any questions – do not hesitate to ask!

**EMAIL: [misscindy@cortlandperformingarts.com](mailto:misscindy@cortlandperformingarts.com)**

**STUDIO PHONE: 607.299.4343**

**WEBSITE: [www.cortlandperformingarts.com](http://www.cortlandperformingarts.com)**



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"Follow" us on Instagram: @cortlandpai

# HEALTH & SAFETY PROTOCOLS

**Self-evaluate before entering building:** –Are you or parent experiencing any of the following today:

- *Temperature 100 degrees Fahrenheit or greater?*
- *Any known contact with a person confirmed or suspected to have COVID-19 in the past 14 days?*
- *Currently experiencing any of the following symptom? Cough, shortness of breath, troubled breathing, fever, chills, sore throat, new loss of taste, new loss of smell, congestion or runny nose, nausea, vomiting, or diarrhea?*
- *Tested positive for COVID-19 through a diagnostic test in the past 14 days?*
- *Traveled to any other state subject to the incoming travel restrictions in the past 14 days?*

**Parent/Guardian must accompany each dancer to their first day of attendance.**

- Must have: Dancer Safety Acknowledgement Form
- Must have: Dancer 'Pick-up' Form (allowing someone other than parent to pick up dancers – or permission for dancers 15yrs & up to be dismissed without an adult)

## DROP OFF PROCEDURE

- Arrive no earlier than 5min before class start
- All must be wearing masks
- Dancer & Parent/Guardian/Designated Adult should hand sanitize once arriving in hallway
- Dancer must bring only water bottle w/ name on it & small bag w/ needed shows. **Dancers taking Acro will also bring yoga/pilates mat.**
- Dancer proceed to empty Dancer Dot outside their assigned studio. Wait until called to enter studio.
- Dancers 2-4yrs old should be accompanied to Dancer Dot by parent/guardian
- Siblings should not accompany dancer. If necessary, they must hold hand of adult & be wearing mask.

## AT STUDIO DOOR

- Teacher/Staff member will take dancer's temperature and apply hand sanitizer.
- Twinkle Tots & Intro to Dance students may be accompanied by one adult ONLY into studio. They must also have temperature taken & hand sanitizer applied.
- No siblings will be allowed in studio.

## DURING CLASS

- Dancer will enter studio, and put bag & water bottle on Dance Dot along wall of studio.
- Dancer will proceed to 6' by 6' social distancing dance square
- Dancers 2-4yrs should have one adult wait in hallway during class.
- No 'hands on' corrections or partnering will be conducted at this time
- Classes that use props: Each dancer will have their own individual box of props. These will not be touched by anyone else and box will be sanitized after each class.

## BATHROOM PROTOCOLS

- Dancers are encouraged to use the bathroom at home or before class.
- Dancers ages 2-4yrs old MUST be accompanied by a parent/guardian
- Dancers will only be allowed into bathroom one at a time.
- Hallway bathroom outside studio will NOT be open.

## DRESSING ROOM/ WATER STATION

- Dancers are strongly encouraged to come to class already dressed.
- Dressing room will be CLOSED for general use.
- Dancer may ask Office Assistant to use room for single use changing.
- Water station will be CLOSED. Dancer must bring their own, filled water bottles.

## DEPARTURE/PICK UP

- Dancers will pick up bag & water bottle and proceed to door. Hands are sanitized as they leave studio
- Dancers must be picked up immediately by adult at the designated pick up station.
- Dancer 15yrs & up will Form on file, may leave.

## MULTIPLE CLASSES IN A DAY

- Dancers with less than 15min between classes, will be escorted to their next studio to wait on Dancer Dot.
- Dancer with more than 15min between classes, must be picked up by adult and return later – following all protocols.

## BETWEEN CLASSES

- There will be 15min between classes staff & assistant may clean & sanitize.

## OFFICE HOURS

- Office will be opened for limited hours only and restricted to one person at a time.

## \*REMOTE\* CLASS DELIVERY

- Most classes will be available 'remotely' through Zoom. Inquire at time of registration.
- Remote Delivery due to illness: contact [misscindy@cortlandperformingarts.com](mailto:misscindy@cortlandperformingarts.com) by noon the day of class.

